



GLORIA DEI LUTHERAN CHURCH  
DANA POINT, CALIFORNIA  
**WEDDING GUIDELINES**

#### **INTRODUCTION**

Marriage is a gift from God. A Christian marriage ceremony is an affirmation of a lifelong commitment before God, publicly witnessed and acknowledged by friends and family.

In addition to an exchange of vows, the wedding service includes appropriate passages of scripture, prayers and music as determined by the minister and the couple. At the close of the service, the minister declares publicly that the couple are now joined in marriage.

Gloria Dei Lutheran Church, the pastors and people, are thrilled that you have chosen this beautiful setting for your marriage ceremony. It will be amazing!

The following guidelines are given to make your day special and run smoothly. If you have questions, please discuss with the pastor during the premarital session(s) or with the wedding coordinator.

#### **APPROPRIATE USE OF SACRED SPACE**

All couples interested in being married or having their relationship blessed at Gloria Dei must be aware that Gloria Dei's sanctuary is the sacred space of an active Christian congregation. Respect is an essential requirement for all couples and their guests.

#### **CANDLES**

Two altar candles will be lit. Unity candles may be used with prior notice to the Wedding Coordinator. Gloria Dei has a unity candle stand available; however, the couple must provide its own unity candles.

#### **FLOWERS AND DECORATIONS IN THE CHURCH**

Flower arrangements in front are arrangements on two stands. The arrangements should be made with fresh cut flowers. Floral bouquets, ribbon, etc. may be placed on the pew arms using removable pew hangers. Candle stands may also be placed at the ends of the pews. No tape, tacks or nails may be used to secure decorations. Please be

sure to appoint someone in your party to remove the pew decorations, before you leave the church. The Wedding Coordinator will provide more details and all pertinent information. Should you wish to leave your flowers at Gloria Dei as a donation to be used at Sunday morning services, the church will gladly accept them.

#### **RICE, BIRDSEED, FLOWER PETALS**

The church does not permit the throwing of rice or birdseed on the church property.

Flower petals may be strewn by the flower girl down the main aisle in the sanctuary.

#### **AISLE RUNNERS**

While the use of an aisle runner is certainly allowed, the wedding party must provide. Please note, that aisle runners may be a tripping hazard to the wedding party.

#### **PHOTOGRAPHY/VIDEOTAPING/AV**

Photographers and videographers should check-in with Gloria Dei's Wedding Coordinator upon arrival to review Gloria Dei's photo/video policies. The following rules must be followed:

- Absolutely no flash photography or video lighting.
- No photos on the chancel or near the altar during the ceremony.
- Photographers are to stay behind the last pew after the processional and for the remainder of the ceremony.
- During the ceremony, photographers are welcome to take pictures from the side aisles and in the back, but not from the middle aisle, and they must stay behind the last row of seated guests.
- Please respect the sacred rite of marriage. Formal poses on the altar and in the chancel area may be taken before or after the ceremony.

The AV and video screen will be available at every wedding. Please speak with a pastor about that ahead of time.

Videotaping of the ceremony is welcomed. Please speak with a pastor or the wedding coordinator about where to locate the video camera stand. If the videographer plans to move around during the ceremony, then the guidelines above apply.

#### **OUTSIDE WEDDING CONSULTANTS/PLANNERS**

Wedding consultants and planners from private companies, department stores, bridal shops, or other venues may not direct wedding rehearsals or reception venues at Gloria Dei, but they are certainly welcome to assist the wedding coordinator, to offer creative suggestions, or to assist the wedding coordinator, they will, of course, be

welcomed. They will need to be able to follow the lead of Gloria Dei's wedding coordinator.

### **REHEARSAL DINNERS AND RECEPTIONS**

Gloria Dei has several space options for your wedding reception.

Our reception facilities can be decorated beautifully and many lovely receptions have been held here, both inside and outside—all it takes is a vision and a little creativity!

A reception is handled separately from wedding ceremonies. Additional fees apply.

### **FACILITIES**

The sanctuary is used for the rehearsal and wedding. A bride's room is available for the bride and her attendants. One of the Fellowship Halls may be available for the reception.

### **NON-MEMBER WEDDINGS**

Non-members may be married at Gloria Dei Lutheran Church.

A pastor will normally meet with the couple for getting acquainted, planning the ceremony, and pre-marital counseling.

You are welcome to bring your own pastor, as long as the pastor is an ordained minister in the Evangelical Lutheran Church in America or a pastor from a "full communion partner" denomination. A pastor from Gloria Dei will most likely still need to be present.

### **WEDDING MUSIC**

Gloria Dei has a wonderful organist/pianist. He should be scheduled immediately if this is desired by the couple. He will meet with the couple to go over all musical options.

Other musicians are welcome. The organ and piano at Gloria Dei are valuable instruments and therefore not available to everyone. Please check with a pastor or the wedding coordinator about the use of these instruments.

### **REHEARSAL**

The bride and groom should ensure that all members of the wedding party are able to attend and are on time. Wedding rehearsals are scheduled for one hour.

### **WEDDING COORDINATOR**

The Wedding Coordinator will confirm your day and time and assist you with arrangements for use and access to the Church Sanctuary and Fellowship Halls.

The Wedding Coordinator fulfills the following responsibilities:

1. Provides access to sanctuary and halls for the wedding party, family, and vendors.
2. Takes care of logistics and use of the sanctuary.
3. Provides emergency assistance if required.
4. Makes sure everyone gets in on time and things run smoothly.
5. Locks up afterwards.

### **CLEAN-UP**

A custodian will be on site after the ceremony to clean up the sanctuary and/or the fellowship hall. This is part of the fees.

### **RECEPTION**

The two halls are available for receptions. Tables and chairs are available for your use as part of the reception fee. We have 14-8' tables, each comfortably seats 8-10 people. We also have 4 and 6 ft. tables which may be used for serving tables. There are chairs for 140 available.

Round tables, other chairs, dance floor, and other decorations can be rented. Their drop off, setup, and pickup will have to be coordinated with the church office ahead of time.

Bankson Hall holds up to 250 people and the Fellowship Hall holds up to 120 people. Bankson Hall does have a large screen/video projector and sound system.

Outside areas, the courtyard, the roundabout area also are used as wedding reception venues.

Smoking is not permitted on the church grounds or in any building.

The caterer is responsible for kitchen cleanup.

Alcohol is permitted, the couple will be asked to sign a waiver. Please let the Wedding Coordinator know who will be in charge of serving. Besides designated drivers, "Uber", "Lyft" and other services will always be encouraged.

### **OTHER QUESTIONS**

These are guidelines. They will not answer every question and every wedding is unique. There are many things that may arise that are not listed here, most of the other questions will be addressed when meeting with the pastor or wedding coordinator. Congratulations! God bless you.